

Agency User Guide



AssetWORKS

October 2016

Login To Assetworks

www.nd.gov/omb/surplus

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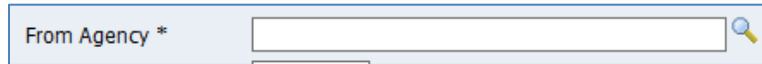
About the Guide

This guide is setup for Agency Users to utilize and reference for understanding the various processes throughout the system. Also, there are tips to give users insight on best practices within the system.

Getting Started

Here's a list of "need to know" functionality that is available throughout the system depending what screen or process is involved.

- An * next to any field in the system means that that field is required.
- Anytime you see the magnifying glass icon,  it means that the field is a lookup field.








Users can start typing in the name of the agency just by clicking in the field and starting to type part of the agency name. Users can also click the magnifying glass icon to see a list of all available options in that field.

- Date fields are in this layout: MM/DD/YYYY. Users can enter date as 5/1/2013 or 05/01/2013 or use the Calendar selection.

*NOTE: the / (slashes) are required when entering the date manually.

- Any time you see the download link under a list it means the list is downloadable to Excel.



View	Asset Number	Description	Full Name	Request Date	Status
	S-13-103905-002	aircraft 2	KIM VELA	04/17/2013 08:47:35 am	PENDING
	S-13-104055-002	Glider	RON DORN	05/09/2013 08:57:34 am	PENDING
	S-13-104055-002	Glider	TRAINER SMITH	05/09/2013 01:11:38 pm	PENDING
	S-13-104058-002	665456	TRAINER SMITH	05/09/2013 01:30:23 pm	PENDING

[Download](#) row(s) 1 - 4 of 4

Accessing Assetworks

Registered users can access the system from: <https://www.nd.gov/omb/agency/state-surplus-property/transferring-property>

*Note: Users must use Internet Explorer browser to access Assetworks.

**Note: Users with NDGOV logins should use their state Active Directory username and password.



***Note: The first time users with NDGOV logins access the system, only a “Home” tab will be available until your security has been assigned by a Surplus Property staff member. User will be notified by email when their access has been assigned. Please allow 24-48 hours for security roles to be assigned.

After the security role has been assigned, Users will now see the Welcome/Home Screen similar to the one below.

Skip to main content

InCircuit Powered by AssetWorks Home Help Support Sign Out

Home Assets Transfers

Welcome

Quick Search

Asset Number Search

Transfer Number Search

User Info

User

Name

Customer

Version

[Web Surplus](#)

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The top of the screen contains the following links:

Home - Returns users to the main Welcome page.

Help - Opens a window with additional help about the current screen.

Support - Opens a window that allows users to send a message or question to AssetWorks technical support staff.

Sign Out - Signs users out of the application when they are finished.

Quick Search Menu- Enter any portion of an asset or transfer number and then press the Search button to retrieve a list of matching assets or surplus transfers.

User Info - Displays information related to the current user account. Users without a NDGOV login can change their password at any time. All users can view the Web Surplus site by clicking the Web Surplus button.

*Note: You will be automatically logged out of AssetWorks and logged into Web Surplus. For further information on Web Surplus, please see the Web Surplus section of this guide.

State Surplus Transfers

This screen allows users to create new surplus transfers and search for existing transfers.

Quick Search Transfers

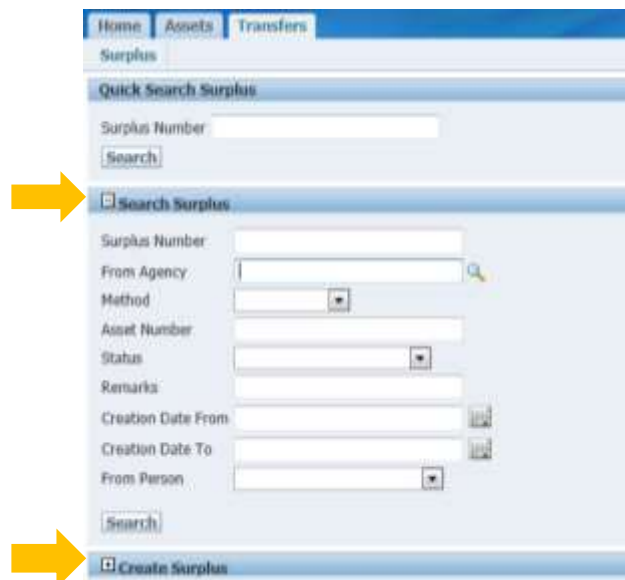
To quickly search for an existing surplus transfer by its Surplus Transfer Number, enter a Surplus Number into the field and press the Enter key or click the Search button.



The screenshot shows the 'Quick Search Surplus' form. At the top, there are tabs for 'Home', 'Assets', and 'Transfers', with 'Transfers' being the active tab. Below the tabs is a 'Surplus' section. The 'Quick Search Surplus' form includes a 'Surplus Number' input field and a 'Search' button. Below the search section, there are two expandable sections: '+ Search Surplus' and '+ Create Surplus'.

Search Surplus

To refine your search of existing surplus transfers, click the plus icon on the Search Surplus region. This will open up the region and allow you to specify additional criteria.



The screenshot shows the 'Search Surplus' form with the search criteria expanded. The 'Search Surplus' section is now open, revealing additional search criteria: 'Surplus Number', 'From Agency', 'Method', 'Asset Number', 'Status', 'Remarks', 'Creation Date From', 'Creation Date To', and 'From Person'. Each criterion has a corresponding input field or dropdown menu. A 'Search' button is located at the bottom of the search criteria section. Two yellow arrows point to the plus icon on the 'Search Surplus' section and the 'Create Surplus' section.

Creating a Surplus

To create a new surplus transfer for one or more assets, click the plus icon on the Create Surplus region. Enter relevant and required information then click the Create button.

Create Surplus

From Agency * 11030 - OMB-CENTRAL SERVICES DIVISION

Transportation Type * Pickup

Transportation Date * 11/21/2013

Transportation Time * 9:00

Notes/Comments

-- Property Location --

Address 1

Address 2

City

State

Zip

County

-- Pickup Information --

Pickup Contact Name Tosha Werner

Pickup Contact Phone 7013282683

Pickup Contact Email twerner@nd.gov

Pickup Location Notes loading dock

Pickup/Delivery Method BOX TRUCK

Create

From Agency: Enter the From Agency.

*Note: Your assigned agency will be the default. Users can only create Surplus Transfers for their assigned agency(s).

Transportation Type: Choose either Delivery or Pickup.

*Note: If pickup is selected; you must continue to call Surplus Property to schedule the pickup.

Transportation Date: Enter the date the transfer will be available for pickup/delivery.

*Note: Existing pickup schedules from your location will not be changed.

Transportation Time: Specify time transfer will be available for pickup or delivered to Surplus Property. *Note: Existing pickup schedules from your location will not be changed.

Notes/Comments: Enter any notes or comments into this field.

Property Location: These address fields will default from the logged in user's agency location. These fields are used to inform Surplus staff where the property is located within your agency.

Pickup Contact Name: Enter the Contact Name of the person to contact regarding this surplus.

Pickup Contact Phone: Enter the Contact's phone number.

Pickup Contact Email: Enter the Contact's email address.

Pickup Location Notes: Add any additional location notes.

Pickup/Delivery Method: Choose a method from the drop down list.

Surplus Detail

Once a Surplus is created, the user is taken to the Surplus Detail screen.

*Note: If the Surplus Transfer Detail needs to be updated, click the Edit button to make those changes.

Surplus

Successfully edited Surplus.

Surplus Detail

Surplus Number	S-13-107935	-- Preparer Information --	
Creation Date	11/25/2013	Preparer Name	AGENCY USER
From Agency	11030 - OMB-CENTRAL SERVICES DIVISION	Preparer Phone	(701) 328-2683
Transportation Type	Pickup	Preparer Email	SURPLUSADMIN@ND.GOV
Transportation Date	11/25/2013	-- Pickup Information --	
Transportation Time	9:00	Pickup Contact Name	Tosha Werner
Notes/Comments		Pickup Contact Phone	7013282683
-- Property Location --		Pickup Contact Email	twerner@nd.gov
Address 1	600 E BOULEVARD AVE DEPT 012	Pickup Location Notes	loading dock
Address 2		Pickup/Delivery Method	BOX TRUCK
City	BISMARCK		
State	NORTH DAKOTA		
Zip	58505		
County	BURLEIGH		
Edit			

Add Assets

[Create New Asset](#)

Adding Asset/Property to a Surplus

To add the assets/property to the Surplus, click the **Create New Asset** link.

Insert Surplus Asset

[Close](#) [Save & Same](#) [Save & New](#) [Save & Done](#)

Asset Number *	[AUTO-ASSIGN]	-- Original Acquisition --	
Asset Tag Number	6548984	Date *	05/01/2010
NSN Group Code *	7435 - OFFICE INFORMATION SYSTEM EQUIPMENT (:	Method *	STATE SURPLUS
Description *	Computer, desktop	Accounting Description	
Agency *	11030 - OMB-CENTRAL SERVICES DIVISION	Cost *	535.00
-- Summary --		-- Computers or Mobile Devices --	
Condition *	Good	Processor	2.5ghz
Serial Number	GHRW234678454	Hard Drive Size	250gb
Make	HP	Ram (Memory)	4gb
Model	dc7800	Product #	
Year		Operating Platform	XP Professionals
VIN		-- Surplus Info --	
Odometer or Hours		Quantity *	1
Odometer or Hours UoM		UoM *	EA - EACH
-- Notes --			
Notes 1	runs fine		
Notes 2	w/power cord		
Notes 3			

Remember: Please add as much detail as possible about the asset. This not only helps the Surplus staff, but will also help in the redistribution/sale of the asset.

Asset Tag Number: If this is a state asset that is tagged, enter that number in this field.

NSN Group Code: The NSN Group Code is the category grouping for the property. You can either start typing in the box or click on the magnifying glass to see all the codes available. A list of commonly used codes is available at the end of this guide.

Description: Enter the basic description of the property. Examples: Desk, Computer, Monitor, Chair.

Condition: Enter the condition of the property.

Good – Usable without repair

Fair – Usable, may need repairs

Poor – Will need major repairs

Scrap – Material content value only

*Note: If Fair or Poor, list what is wrong with the property in the Notes.

Serial Number: Enter the serial number of the property, if available.

Make: Enter the make of the property.

Model: Enter the model of the property.

Model Year: Enter the model year of the property.

VIN: If a vehicle is being surplusd enter the VIN number of the property.

Odometer or Hours: If vehicle or the like is being surplusd, enter the odometer mileage or the number of hours on the equipment.

Odometer or Hours UoM: Select unit of measure, either miles or hours.

Notes 1: Enter any additional notes concerning the property.

Notes 2: Enter any additional notes concerning the property.

This information will be available for viewing while shopping the property online.

Notes 3: Enter additional notes about the property. Example: desk measures 48" x 32", or file cabinet has 4 drawers

Date: Enter the original acquisition date of the property, if available.

Accounting Description: May use this field for internal use if needed or leave this field blank.

Cost: Enter the original acquisition cost of the property, if available.

Processor: Enter the Processor type.

Hard Drive Size: Enter the Hard Drive Size.

Ram (Memory): Enter the amount of ram or memory that is in the device.

Product #: Enter the product number provided by the manufacturer.

Operating Platform: Enter the operating platform.

Quantity: Enter the total quantity of property.

*Note: If the quantity is more than 1, the items must be identical and not have serial numbers (serialized inventory). If not, perform a Save & Same to duplicate the asset and change serial number as necessary.

UoM: This is the Unit of Measure field that defaults to EA – Each. User can use the drop down list to choose other available Units of Measure.

Once all data has been entered for the applicable fields, users have four options at the top of the Insert Surplus Asset screen:

Close - Window will close and all data that has been entered will be lost.

Save & Same - Saves the asset and creates copy of asset details for easy entry of a similar asset.

Save & New - Saves the asset and allows immediate entry of another asset.

Save & Done - Saves the asset and closes the Insert Surplus Asset screen. User will be taken back to the Surplus Detail.

If there are more assets/property to add, follow the same process by clicking Create New Asset.

*Note: Saved assets cannot be edited. The asset must be removed and added from scratch. See Remove Assets section of this manual.

The screenshot displays the 'Surplus' application interface. At the top, there is a 'Surplus' tab. Below it is the 'Surplus Detail' section, which contains various input fields for asset information. The fields are organized into sections: 'Surplus Detail' (Surplus Number, Creation Date, From Agency, Transportation Type, Transportation Date, Transportation Time, Notes/Comments), 'Preparer Information' (Preparer Name, Preparer Phone, Preparer Email), and 'Pickup Information' (Pickup Contact Name, Pickup Contact Phone, Pickup Contact Email, Pickup Location Notes, Pickup/Delivery Method). An 'Edit' button is located at the bottom of the form. Below the form is the 'Add Assets' section, which includes a 'Create New Asset' link. At the bottom of the screen is an 'Assets' table with columns: View, Asset Number, Description, Qty Sent, Qty Rcvd, Service Charge, Scrap, Status, Receiver, Recv Date, Approve Date, and Freight Co. The table contains three rows of data, all with a status of 'In Transfer'.

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Freight Co
	S-13-106731-001-NT	Computer, laptop	1	-	-	-	In Transfer	-	-	-	-
	S-13-106731-002-NT	Chair	1	-	-	-	In Transfer	-	-	-	-
	S-13-106731-003-NT	Computer, desktop	1	-	-	-	In Transfer	-	-	-	-

Download

Adding Images

Once the asset/property has been added to the Surplus, users can attach/upload a picture for each asset using the Docs/Images section next to each asset. Click the 0 under the Docs/Images header next to the asset. An Attachment Insert window will open.

Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	GreenID Fee	GreenID Fee Comments	Docs/Images
889-001-NT	Vessel	1	-	-	-	In Transfer	-	-	-	-	-	0
889-002-NT	Desks	50	-	-	-	In Transfer	-	-	-	-	-	0

Click the Browse button to search where the documents or images are located on the computer.

Attachment Insert

File *

Browse...

Comments

Valid file types are jpg, jpeg, gif, png, tiff, tif, txt, csv, pdf, doc, docx, xls, xlsx, ppt, pptx and zip with a max file size of 10MB. Images will be resized if possible.

Close

Save & New

Save & Close

Documents & Images for 1384-001-NT

There are no files for this asset.

Choose the location where the document/image is located. Double click on the document/image. Or select the document/image and click open to add the document/image to the asset.



You may enter a comment (ex: Computer) to further detail the picture.

Then choose either: Close, Save & New (to add more documents or images for this asset only) or Save & Close (when finished).

Users will now be able to see that a document/image was added to the asset. Clicking on the quantity number will open the attachment window and show the document/image and comment(s). These images will be displayed on Web Surplus to users can shop and request the property.

Docs/Images
<u>1</u>
<u>0</u>
<u>0</u>


Attachment Insert

File *

Comments

Valid file types are pdf, jpg, jpeg, gif, png, doc, docx, xls, xlsx with a max file size of 10 MB

Documents & Images for S-13-106731-001-NT



[Computer](#)


Users may click on the document/image to open an image detail screen. In the image detail screen the document/image may be deleted if needed.

Removing Assets from Surplus

To remove an asset once it has been added to the Surplus Transfer, click the Remove Asset button.

Add Assets

Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Se
	S-14-107951-001-NT	chair	1	-	-

[Download](#)

USER / NDSASP

The Create New Asset section changes to Remove Assets and allows you to select the asset number to remove.

Remove Assets

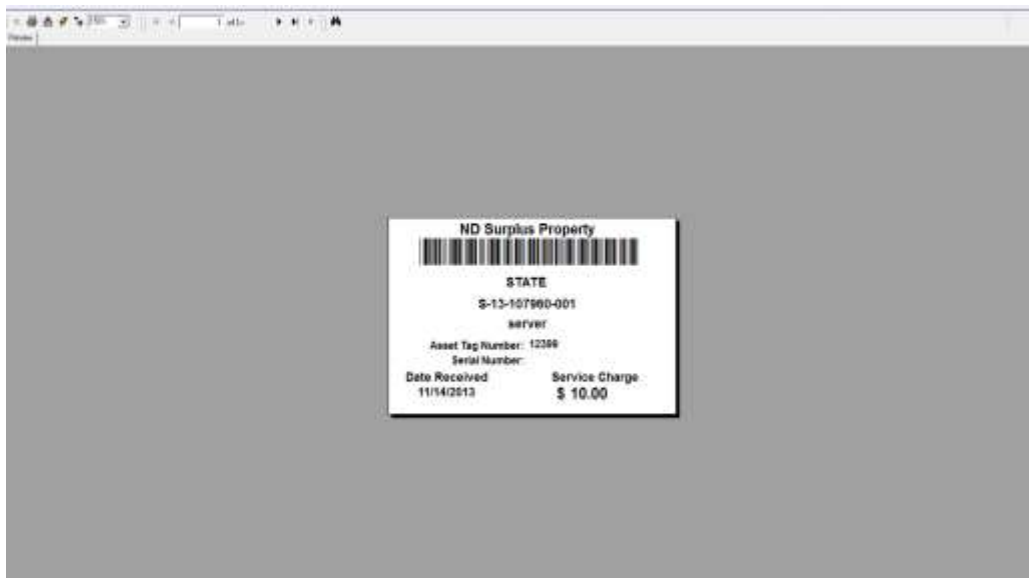
Asset To Remove

Print Labels

Print labels via the button and attach the printed label to the property you are disposing of.

A report window will open. Once the label appears on the screen, click the print icon to print the label(s). Each label will print on a separate 8.5"x11" page. If the item entered has a quantity greater than 1 for an asset, print an additional copy for each identical asset and affix the label to the property. Example: you are disposing of 5 keyboards that are identical, they all have the same asset number assigned, print 5 labels and affix 1 label to each keyboard.

*Note: Reports require Crystal Report ActiveX Viewer to be installed the first time a report is run. There is an Installing Crystal Report ActiveX reference sheet at the end of this guide. If you are unable to install the ActiveX, please contact your IT department.



**Note: To print labels, users must use Internet Explorer and have the bar code fonts installed. The fonts needed are Gill Sans TT, Free 3 of 9 Extended, and Free 3 of 9 Regular. There is an Installation of Fonts for Barcode Labels reference sheet at the end of this guide. Contact your IT department for assistance with installing these fonts.

***Note: Depending on the properties of your printer, you may have to change the paper type to Letter or 8.5"x11" when printing the label for it to print properly.


****Note: Each evening an email is sent to the designated Surplus Property Liaison for your agency. This email will inform the liaison that a Surplus Transfer is pending their approval.

Approving Surpluses


To approve a Surplus Transfer, the designated Surplus Property Liaison will need to click on the Transfers tab and either type the surplus number in the Surplus Number field or use the Search Surplus region. If using the Search Surplus region, choose your agency in the From Agency field; change the Status to Waiting for Approval, then click the Search button.

A screenshot of the 'Surplus' application window. It shows a 'Quick Search Surplus' section with a 'Surplus Number' field and a 'Search' button. Below that is a 'Search Surplus' section with fields for 'Surplus Number', 'From Agency', 'Method', 'Asset Number', 'Status', and 'Remarks'. The 'Status' dropdown menu is set to 'WAITING FOR APPROVAL', and a yellow arrow points to it. A 'Search' button is at the bottom.

Once the surplus transfer is found, click the View button to be taken to the Surplus Transfer detail.

Search Results			
View	Surplus Number	From Agency	Method
	S-13-104021	19000 - RETIREMENT & INVESTMENT OFFICE	State Surplus
Download			

On the Surplus Transfer Detail screen, review asset(s) listed to ensure they are correct. To see more detail for each asset, click the View button next to the Asset Number.

Assets							
View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status
	S-13-108192-002-NT	HP Computer	1	-	-	-	In Transfer
Download							
<input type="button" value="Cancel"/> <input type="button" value="Remove Asset"/> <input type="button" value="Approve"/> <input type="button" value="Receive"/> <input type="button" value="Print Labels"/> <input type="button" value="Print Detail"/>							

Click on the Asset Number to see the details that were entered by the User.

Surplus Asset Line Detail	
Surplus Number	S-13-108192
Asset Number	S-13-108192-002-NT
From Agency	11030 - OMB-CENTRAL SERVICES DIVISION
Qty Sent	1
Qty Rcvd	
Cost	\$0.00
Service Charge	
<input type="button" value="Cancel"/>	

Routaged Asset Detail	
<input type="button" value="Cancel"/>	<input type="button" value="Save Asset"/>
Asset Number *	S-13-108192-002-NT
Asset Tag Number	PLR0903C
NSN Group Code *	7435 - OFFICE INFORMATION SYSTEM EQUIPMENT (743
Description *	HP Computer
Agency *	11030 - OMB-CENTRAL SERVICES DIVISION
--- Summary ---	
Condition *	Good
Serial Number	
Make	
Model	
Year	
VIN	
Odometer or Hours	
Odometer or Hours UoM	
--- Notes ---	
Notes 1	
Notes 2	
Notes 3	
Status *	In Transfer
--- Original Acquisition ---	
Original Acq Cost	\$0.00
Original Acq Date	11/26/2013
--- Computers or Mobile Devices ---	
Processor	
Hard Drive Size	
Ram (Memory)	
Product #	
Operating Platform	
--- Surplus Use Only ---	
Quantity *	1
UoM *	EA - EACH
Freight Cost	
Repair Cost	

After reviewing the Asset Details, the Approver will need to navigate back to the Surplus Detail screen and click the Approve button at the bottom of the screen.

View	Asset Number	Description	Qty Sent	Qty Recd	Service Charge	Scrap	Status
<input checked="" type="checkbox"/>	S-13-104821-001-NT	Desk	1	-	-	-	In Transfer

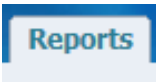
Approvers will be taken to the next screen where they will need to change the Approved field via the drop down list next to each asset listed. Click the Approved drop down list and chose either Approved or Rejected.

Asset Number	Description	Qty Sent	Approved *
S-13-106572-001-NT	Miscellaneous	1	Approved
S-13-106572-002-NT	Docking station	1	Approved

If there are several assets on the Surplus transfer, users can use the blue arrow next to the Approved to do a “apply all”. Once the correct status is selected, the system will copy that status to every asset. Once the correct approved status is selected, click the Save button.

Reports

Designated Surplus Property Liaisons will have access to the Reports Tab.



The Surplus Transfer Report can be run by clicking on the red arrow.

Surplus Transfers	List surplus information based on the surplus number
--------------------------	--

Surplus Transfers

Criteria

Surplus Number

Start Date

End Date

Agency 11030 - OMB-CENTRAL

Cancel Run

Run the report by entering a Surplus Number, Start and End Date, or leave the search fields blank for all asset disposal details for the Agency. This report can be downloaded to Excel or printed to PDF.

Report Results											
SURPLUS NUMBER	CREATION DATE	APPROVED DATE	APPROVER'S NAME	APPROVE STATUS	RECEIVED DATE	RECEIVER'S NAME	STATUS	ASSET NUMBER	TAG NUMBER	DESCRIPTION	WAREHOUSE NUMBER
S-13-104254	06/04/2013	06/04/2013	BETH PUTNAM (BPUTNAM)	Y	03/29/2013	BETH PUTNAM (BPUTNAM)	Received	S-13-104254-001-NT		FA System	S-13-104254-001
S-13-104254	06/04/2013	06/04/2013	BETH PUTNAM (BPUTNAM)	Y	03/29/2013	BETH PUTNAM (BPUTNAM)	Received	S-13-104254-002-NT		headset	S-13-104254-002
S-13-104254	06/04/2013	06/04/2013	BETH PUTNAM (BPUTNAM)	Y	03/29/2013	BETH PUTNAM (BPUTNAM)	Received	S-13-104254-003-NT	PUB09051	table	S-13-104254-003

Web Surplus

View all available surplus property from our on-line shopping portal, Web Surplus. The link can be found at <https://www.nd.gov/omb/agency/state-surplus-property/shop-our-property> click on 'North Dakota State Surplus Property'.

Viewing/Searching Items in Web Surplus

From the Home screen, Web Surplus allows a search or narrowing down of available property by clicking the View All Items button, clicking on a category of items, or performing a keyword search. The system will show all active state and federal property. The User can sort items by clicking on the column header.

Powered by AssetWorks
Login

Home

View All Items

What are you looking for?

(enter up to 3 words)

Category 4
 ADF Equipment Software, Supplies and Support Equip
 Aircraft and Airframe Structural Components
 Electrical and Electronic Equipment Components
 Engines, Turbines, and Components
 Food Preparation and Serving Equipment
 Furniture
 Live Animals
 Lumber, Millwork, Plywood, and Veneer
 Metalworking Machinery
 Miscellaneous
 Office Machines
 Office Supplies and Devices
 Photographic Equipment
 Ships, Small Craft, Buoys, and Floating Docks
 Space Vehicles

row(s) 1 - 15 of 15

Image	Description	Asset Number	Warehouse	Sub-Category	Manufacturer	Model
	Desk	00000-5893205	STATE BULK	MISCELLANEOUS ITEMS (9999)		
	Desk	00000-5893209	STATE BULK	MISCELLANEOUS ITEMS (9999)		
	Desk	00000-5893207	STATE BULK	MISCELLANEOUS ITEMS (9999)		
	3 Drawer Office Desk	S-13-103834-001	STATE BULK	CABINETS, LOCKERS, BINS, AND SHELVING (7125)		
	Desk	S-13-103844-002	STATE BULK	OFFICE FURNITURE (7110)		
	Table	S-13-104070-001	STATE BULK	TABLEWARE (7250)		
	DESKTOP MONITOR	S-13-103946-001	STATE BULK	OFFICE INFORMATION SYSTEM EQUIPMENT (7435)	PLANTRONICS	CS70
	1010 - AIRCRAFT, FIXED WING (1510)	S-13-104081-001	STATE BULK	AIRCRAFT, FIXED WING (1510)		
	320	S-13-104081-002	STATE BULK	SPACE VEHICLE COMPONENTS (1820)		
	CHAMBERLAIN TERT	S13-01-0038	STATE BULK	MISCELLANEOUS ITEMS (9999)		
	DSLR CAMERA	S-13-103944-001	STATE BULK	CAMERAS, STILL PICTURE (6720)		
	1010	S-13-104059-002	STATE BULK	SPACE VEHICLES (1810)		
	1010	S-13-104059-001	STATE BULK	SPACE VEHICLES (1810)		
	Desk	S-13-104021-001	STATE BULK	MISCELLANEOUS ITEMS (9999)		
	BOOKSHELF	S13-01-0236	STATE BULK	MISCELLANEOUS ITEMS (9999)		
	FORGING	S-13-103917-001	STATE BULK	FORGING MACHINERY AND HARNERS (3440)		
	STEAM	S-13-104035-002	STATE BULK	STEAM TURBINES AND COMPONENTS (3825)		
	WIRELESS PHONE	S-13-104032-001	STATE BULK	OFFICE DEVICES AND ACCESSORIES (7520)		
	WIRELESS PHONE	S13-01-0218	STATE BULK	MISCELLANEOUS ITEMS (9999)		
	CHAIR	S13-18-0027	STATE BULK	MISCELLANEOUS ITEMS (9999)		
	1010 - SPACE VEHICLE COMPONENTS (1820)	S-13-104049-001	STATE BULK	SPACE VEHICLE COMPONENTS (1820)		
	Multi-Function Copier	S-13-103792-002	STATE BULK	MISCELLANEOUS OFFICE MACHINES (7490)	KYOCERA	94300
	Office Supplies	S-13-103917-001	STATE BULK	MISCELLANEOUS ITEMS (9999)		
	1010 - SPACE VEHICLE COMPONENTS (1820)	S-13-104049-002	STATE BULK	SPACE VEHICLE COMPONENTS (1820)		
	Test Aircraft	00000-5893202	FEDERAL BULK	AIRCRAFT, FIXED WING (1510)		
	BOOKSHELF	S13-01-0211	YARD BULK	MISCELLANEOUS ITEMS (9999)		

View Item Details

Click on the item image or description to "drill" down to the details about the item.

Viewer - Search Results - (Data Entry)

Federal property is not available for sale to the general public.

Item Info

Item or Federal Property	VEHICLE
Asset Number	10-010-0000-0000
VEH Driver Code	TRUCKS AND TRUCK TRACTORS, WHEELS (13)
Description	TRUCK TRACTOR
Serial Number	W000000000000000
Make/Manufacturer	INTERNATIONAL
Model	4700A
Year	1992
Quantity	1
Unit	SA - SAEM
Ordering or Item	12188
Ordering or Item Unit	1000 - 1000

Bar Computer or Mobile Device

Processor	
Hard Drive Size	
Ram (Memory)	
Product #	
Operating Platform	

Service Charge

Service Charge	100.00/HR
Service Location	YARD DOW

Notes

Notes 1	Asset sold from 1000000000000000, via A/C
Notes 2	Asset sold from 1000000000000000, via A/C
Notes 3	

North Dakota Surplus Property
 Phone 701-328-1000 * Fax 701-328-1000
 Web site: www.nd.gov/surplus
 Office hours: Monday through Friday, 9 a.m. to 4 p.m.
 Please see Terms and Conditions of purchase: (http://www.nd.gov/surplus/TermsAndConditions.html)

Logging into Web Surplus

Authorized users can [Login To Web Surplus](https://ams.incircuit.com/ams4/f?p=1043:1500), <https://ams.incircuit.com/ams4/f?p=1043:1500>, by clicking the Login link at the top of the page.

*Note: Only approved buyers for an eligible organization (State agencies, political subdivision, schools, etc.) will be granted logins. Approved users can view and request available property based on their assigned priority screening level. Registered users can also create a user definable want list to be notified when specific types of property become available.

InCircuit Powered by AssetWorks [Login](#)

Home

[View All Items](#)

What are you looking for?

[Search](#)

(enter up to 3 words) [Help](#)

Category A

ADP Equipment, Software, Supplies and Support Equip.
Agricultural Machinery and Equipment
Aircraft Components and Accessories
Aircraft Launching, Landing, and Ground Handling Equip.
Electric Wire, and Power and Distribution Equipment
Furniture
Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
Live Animals
Lumber, Millwork, Plywood, and Veneer
Metalworking Machinery
Miscellaneous
Office Machines
Ships, Small Craft, Pontons, and Floating Docks
Textiles, Leather, Furs, Apparel and Shoes, Tents, Flags

row(s) 1 - 14 of 14

Sign-In

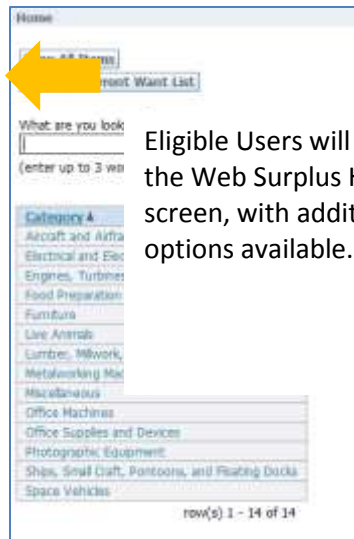
Username

Password

[Sign In](#)

[Forgot your username or password?](#)

The User enters their Username and Password.



Home

[View All Items](#)
[View My Current Holds](#)
[View My Current Want List](#)

What are you looking for?

 (enter up to 3 words) [Help](#)

Category A

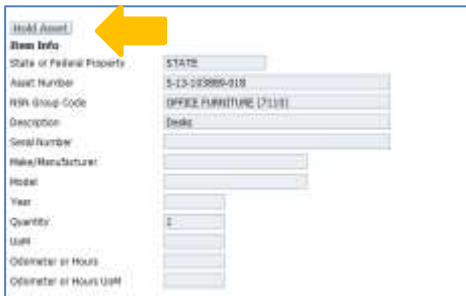
- Aircraft and Airframe Structural Components
- Electrical and Electronic Equipment Components
- Engines, Turbines, and Components
- Food Preparation and Serving Equipment
- Furniture
- Live Animals
- Lumber, Millwork, Plywood, and Veneer
- Metalworking Machinery
- Miscellaneous
- Office Machines
- Office Supplies and Devices
- Photographic Equipment
- Ships, Small Craft, Pontoons, and Floating Docks
- Space Vehicles

row(s) 1 - 14 of 14

Eligible Users will now see the Web Surplus Home screen, with additional options available.

Placing Items on Hold

Place items on hold by clicking the Hold Asset button found within the item details.



[Hold Asset](#)

Item Info

State or Federal Property: STATE

Asset Number: S-13-104855-002

NSN Group Code: OFFICE FURNITURE (2110)

Description: Bed

Serial Number:

Make/Manufacturer:

Model:

Year:

Quantity: 1

Unit:

Odometer or Hours:

Odometer or Hours Unit:

*Note: Upon approval of the hold request from Surplus Property Staff, held property must be picked up at the property location within 5 business days.

Users can see all their current hold assets from the Home Screen.



Home

[View All Items](#)
[View My Current Holds](#)
[View My Current Want List](#)

What are you looking for?
 [Search](#)
 (enter up to 3 words) [Help](#)

Category A

- Aircraft and Airframe Structural Components
- Electrical and Electronic Equipment Components
- Engines, Turbines, and Components
- Food Preparation and Serving Equipment
- Furniture
- Live Animals
- Lumber, Millwork, Plywood, and Veneer
- Metalworking Machinery
- Miscellaneous
- Office Machines
- Office Supplies and Devices
- Photographic Equipment
- Ships, Small Craft, Pontoons, and Floating Docks
- Space Vehicles

row(s) 1 - 14 of 14

Home > Search Results

What are you looking for? VIEWHOLDS

Image	Description	Asset Number	Warehouse	Sub-category	Manufacturer	Model	Model Year	Service Charge	Date
	Steam Turbines and Components	S-13-104855-002	STATE BULK	STEAM TURBINES AND COMPONENTS (2825)	-	-	-	\$10.00	05/01/2013

[Download](#)

[Add search to want list](#)

row(s) 1 - 1 of 1

Removing Items from Hold

Remove an asset's hold status by clicking 'View My Current Holds' from the Web Surplus Home page. Click on the Asset you wish to remove the hold from and click 'Remove Hold'.



Remove Hold

Asset Info

State or Federal Property: STATE
Asset Number: 0-03-104035-001
NSN Group Code: STEAM TURBINES AND COMPONENTS (2620)
Description: 0401
Serial Number:
Make/Manufacturer:
Model:
Year:
Quantity: 10
UNM:
Odometer at Hold:
Odometer at Hold UNM:

For Computer or Mobile Devices

Processor:
Hard Drive Size:
Ram (Memory):
Product #:
Operating Platform:

Service Charge: \$10.00
Surplus Location: STATE BUREAU
Notes 1:
Notes 2:
Notes 3:

North Dakota Surplus Property
Phone 701-328-9668 * Fax 701-328-9669
Visit our website: www.nd.gov/surplus
Office hours: Monday through Friday, 9 a.m. to 4 p.m.

Please see Terms and Conditions of purchase: (<http://www.nd.gov/surplus/TermsConditions.html>)
Contact is responsible to pick up the asset at the location listed above.

Create a Shopping List (Wants)

Authorized users can create a customized list of wanted items using the Want List feature. Use keywords to define the type of item you are looking for. When items with those keywords are received at Surplus Property you will receive an email notification.

Click View My Current Want List to view existing lists or create a new list.



Home

[View All Items](#)
[View My Current Holds](#)
[View My Current Want List](#)

What are you looking for?
 [Search](#)
(enter up to 3 words) [Help](#)

Category 4

- Aircraft and Airframe Structural Components
- Electrical and Electronic Equipment Components
- Engines, Turbines, and Components
- Food Preparation and Serving Equipment
- Furniture
- Live Animals
- Lumber, Millwork, Plywood, and Veneer
- Metalworking Machinery
- Miscellaneous
- Office Machines
- Office Supplies and Devices
- Photographic Equipment
- Ships, Small Craft, Pontoon, and Floating Docks
- Space Vehicles

row(s) 1 - 14 of 14



Home

Want List requests

To create a want list entry:
Perform a search from the home page. On the results screen for your search will be a button that will allow you to save that search to your want list.

How want lists work and what they mean:
You will receive an email when a new asset that meets one of your want list searches becomes available to you. There may be other people watching for this asset though, the want list is no guarantee of continued availability or ability to purchase. It is just an indication of what is available when the system checks.

Search	Edit	Creation Date	Description	Filter	Locations	Active
		09/03/2013	24" monitor	24" monitor	-	Yes

1 - 1

Home > Search Results

What are you looking for? 24" monitor

No assets met your search criteria.

[Add search to want list](#)

Click the red arrow to add new search criteria.

Support

For questions and/or other support, please click the Support link.



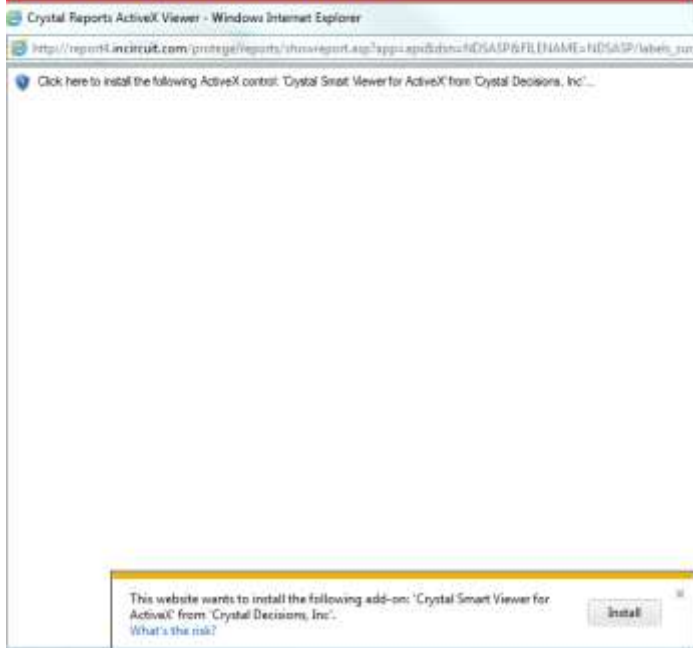
Fill out the form and click Send Email and someone will contact you.

A screenshot of a web form titled "InCircuit Feedback Support". The form has a blue header with the "InCircuit" logo. Below the header, it says "Please complete the following form and click Send. A support representative will contact you with an answer." The form contains a large text area labeled "My question or comment:" with a red arrow icon in the top right corner. Below this are three input fields: "My Name:", "My Phone Number:", and "My Email Address:". At the bottom of the form are two buttons: "Cancel" and "Send Email". A small note at the very bottom states: "Our support staff is available Monday-Friday from 8:00 A.M. to 5:00 P.M. (Central Time), excluding holidays."

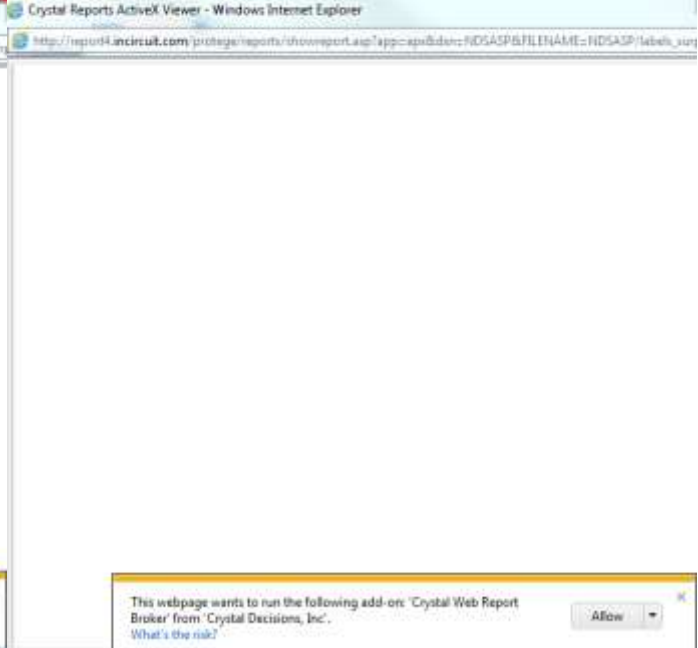
Installing Crystal Report ActiveX

Have someone from your IT Department perform the below installations and re-run your report upon completion.

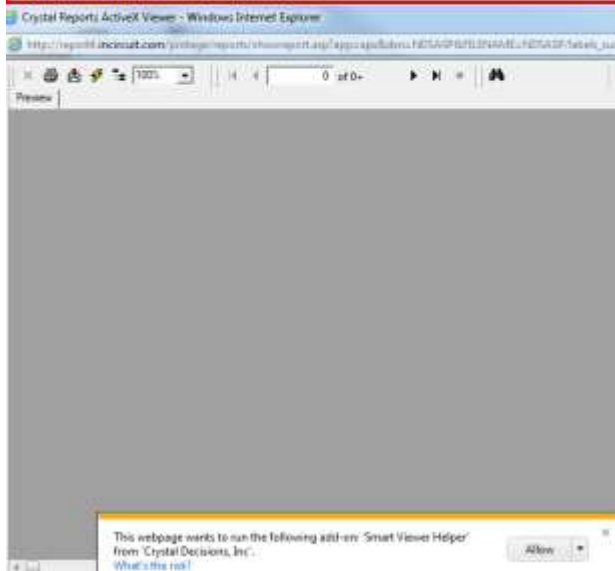
This window appears first time user clicks on "Print Label" button. User needs to have Administrative rights on the computer in order to install. Cannot print labels without this.



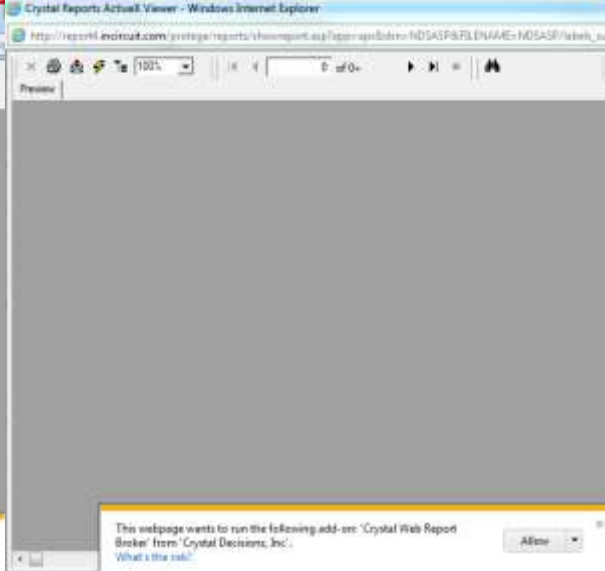
This second screen appears a few seconds after installing Crystal Smart Viewer. Click "Allow" in the drop down box so the Crystal Web Report Broker add-on can run.



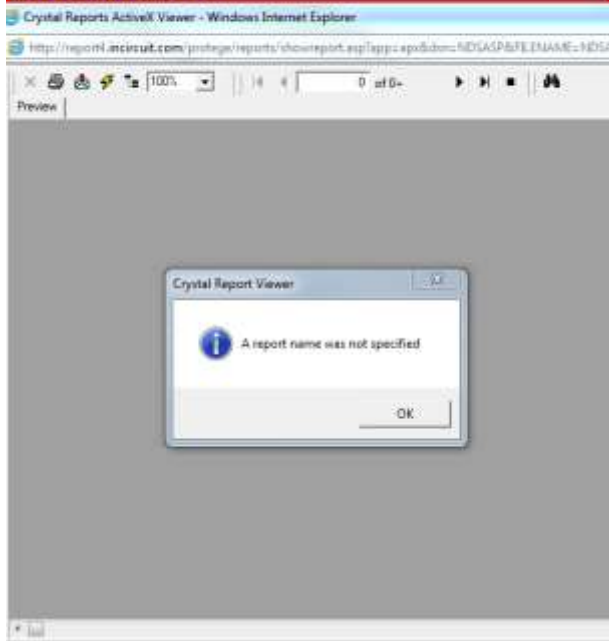
This third screen appears after allowing the Crystal Web Report Broker add-on. Click on "Allow" so that the Smart Viewer Helper add-on can run.



This fourth screen appears after allowing the Smart Viewer Helper add-on run. This is the same add-on as the second screen. Click "Allow" again.



Final screen appears stating "A report name was not specified". Click Ok. Close this window and click the "Print Label" button again. You should now see the label with the information you entered and a barcode. If you see numbers instead of a barcode, please install the barcode fonts from the Surplus website.



Installation of Fonts for Barcode Labels for Windows 7

User must have Administrative Rights on their computer in order to install these. Contact your IT Department if you don't have access or need assistance with the below instructions.

Download Barcode Label Fonts

1. Download the fonts from Surplus Property Website at <https://www.nd.gov/omb/agency/state-surplus-property/transferring-property>
 - a. Click Barcode Fonts Zip File
 - b. When prompted, choose Save File.
 - c. When the Save As dialog box opens, choose where to save the file. *Make sure you note the location of where you are saving it.
 - d. When done saving, choose Open.
 - e. Proceed to Install Barcode Label Fonts below

Install Barcode Label Fonts

Perform the below steps to install the following fonts; FRE3OF9X, FREE3OF9, and GILL_____.

1. Click Start
2. Click Control Panel
3. Click on Appearance & Personalization
4. Click on Fonts
5. Double click on the first font to install
6. Click Install
7. Window will appear saying "installing name of font"
8. When it's done the Install button is grayed out
9. Close Font window
10. Login to AssetWorks
11. Find an asset
12. Click "Print Label" button from the Asset Detail screen and you should now see a barcode instead of the numbers.

Other Resources: Below is a website that shows an example of what the screen looks like to install the fonts. It also gives directions on how to install for XP, Vista, and Windows 8.

<http://www.microsoft.com/typography/truetypeinstall.mspix>

Commonly Used NSN Group Code

Description	NSN Number
Accounting & Calculating Machines	7420
Athletic & Sporting Equipment	7810
Books & Pamphlets	7610
Brooms, Brushes, Mops & Sponges	7920
Cabinets, Lockers, Bins, & Shelving	7125
Cameras, Motion Picture	6710
Cameras, Still Picture	6720
Floor Polishers & Vacuum Cleaning Equipment	7910
Food Cooking, Baking & Serving Equipment	7310
Footwear, Men's	8430
Footwear, Women's	8435
Garden Implements & Tools	3750
Headsets, Handsets, Microphones & Speakers	5965
Kitchen Equipment & Appliances	7320
Kitchen Hand Tools & Utensils	7330
Medical & Surgical Instruments, Equipment & Supplies	6515
Miscellaneous Vehicular Components	2590
Miscellaneous Machine Tools	3419
Miscellaneous Office Machines	7490
Office Devices & Accessories	7520
Office Furniture	7110
Office Information System Equipment	7435
Office Supplies	7510
Passenger Motor Vehicles	2310
Phonographs, Radios & Television Sets: Home Type	7730
Photographic Projection Equipment	6730
Printing, Duplicating Equipment	3610
Radar Equipment, Except Airborne	5840
Telephone & Telegraph Equipment	5805
Teletype & Facsimile Equipment	5815
Television Sets, Radios, Phonographs	7730
Tires	2630
Tool & Hardware Boxes	5140
Tractors, Wheeled	2420
Trailers	2330
Truck & Tractor Attachments	3830
Trucks & Truck Tractors, Wheeled	2320
Typewriters & Office Type Composing Machines	7430
Vehicular Furniture & Accessories	2540